



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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J. TYLER McCAULEY  
AUDITOR-CONTROLLER

May 9, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – DUBNOFF  
CENTER, INCORPORATED - CLYBOURN AND VALLEY GROUP  
HOMES**

We have completed a review of Clybourn and Valley Group Homes (Group Home or Agency) operated by Dubnoff Center, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Clybourn and Valley Group Homes are each six-bed facilities, which provide care for boys ages 12-18 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Clybourn Group home was providing services for five Probation children and one DCFS child. Valley Group Home was providing services for three DCFS children and two Probation children.

Clybourn and Valley Group Homes are located in the Fifth District.

**Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program

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services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address a few deficiencies.

Both Group Homes need to develop and implement the Needs and Services Plans with input from the treatment team and the child.

Valley Group Home needs to repair or replace the mirror in bathroom one, replace the linoleum floor in bathroom two, and repair or replace the carpet in bedrooms one and two.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:asl  
[http://auditor.co.la.ca.us/group\\_home.asp](http://auditor.co.la.ca.us/group_home.asp)

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
Patricia S. Ploehn, Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
Sandra Babcock, Executive Director, Dubnoff Center  
Public Information Office  
Audit Committee

**Dubnoff Center  
Clybourn Group Home  
6355 Clybourn Avenue  
North Hollywood, California 91606  
Phone: (818) 755-4950  
License Number: 191201299  
Rate Classification Level: 12**

## **I. Facility and Environment**

### **Method of assessment – Observation**

#### **Comments:**

Clybourn Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

### **Recommendations**

**There are no recommendations for this section.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, the NSPs are not developed and implemented with input from the treatment team and the child.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendation**

- 1. Dubnoff Center management develop and implement Needs and Services Plans with input from the treatment team and the child.**

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and

receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

### **Recommendations**

**There are no recommendations for this section.**

**Dubnoff Center  
Valley Group Home  
1610 North Valley Street  
Burbank, 91505, California 91505  
Phone: (818) 755-4950  
License Number: 191290852  
Rate Classification Level: 12**

## **I. Facility and Environment**

### **Method of assessment – Observation**

#### **Comments:**

Valley Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the mirror is damaged in bathroom one and the linoleum floor is damaged in bathroom two.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, the carpet is damaged in bedrooms one and two.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

### **Recommendations**

#### **1. Dubnoff Center management:**

- a. Repair or replace the mirror in bathroom one.**
- b. Replace the linoleum floor in bathroom two.**
- c. Repair or replace the carpet in bedrooms one and two.**

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, the Needs and Services Plans are not developed and implemented with input from the treatment team and the child.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendation**

- 2. Dubnoff Center management develop and implement Needs and Services Plans with input from the treatment team and the child.**

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

##### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

##### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

##### **Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

##### **Method of assessment – Review of relevant documents**

##### **Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

##### **Recommendations**

**There are no recommendations for this section.**

#### **VI. Personal Rights**

##### **Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

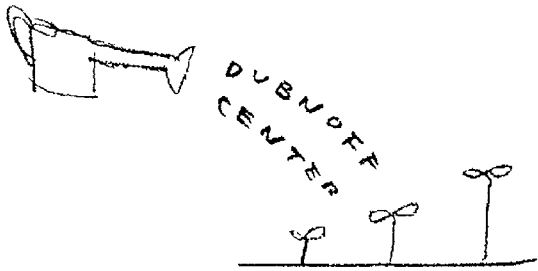
The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**



Growing bright tomorrows for today's children

**Dubnoff Center  
For Child Development**

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North Hollywood  
California 91606  
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**To:** Carla Carr  
Department of Auditor-Controller  
500 W. Temple St.  
Los Angeles, CA 90012

**From:** Ed Dixon  
Program Administrator, Residential Dept.  
Dubnoff Center

**Subject:** Corrective Action Plan for Inspection of February 14, 2007

**I. Clybourn Group Home**

1. Facility and Environment  
No recommendations
2. Program Services  
Dubnoff Center management develops and implements Needs and Services Plans with input from treatment team and the child.

**Corrective Action Plan:**

A plan for the Needs and Services Plan with input from treatment team and child has been developed and implemented as of February 20, 2007. The Program Designer will be responsible to carry out the plan and the Administrator will sign off on each plan to insure the process remains in place.

For Clybourn, there were no other areas of concern.

## II. Valley Group Home

### 1. Facility and Environment

#### Recommendations:

- a. repair or replace the mirror in bathroom one
- b. replace the linoleum in bathroom two
- c. repair or replace the carpet in bedroom one and two

#### Corrective Action Plan:

Dubnoff has secured a donor who would like to adopt Valley and be responsible for all repairs and upgrades. The areas of concern will be corrected in the next 60 days. The Program Administrator will over see the repair and the Facility Manager will make sure that these areas are maintained.

### 2. Program Services

Dubnoff Center management develops and implements Needs and Services Plans with input from treatment team and the child.

#### Corrective Action Plan:

A plan for the Needs and Services Plan with input from treatment team and child has been developed and implemented as of February 20, 2007. The Program Designer will be responsible to carry out the plan and the Administrator will sign off on each plan to insure the process remains in place.



Ed Dixon  
Program Administrator